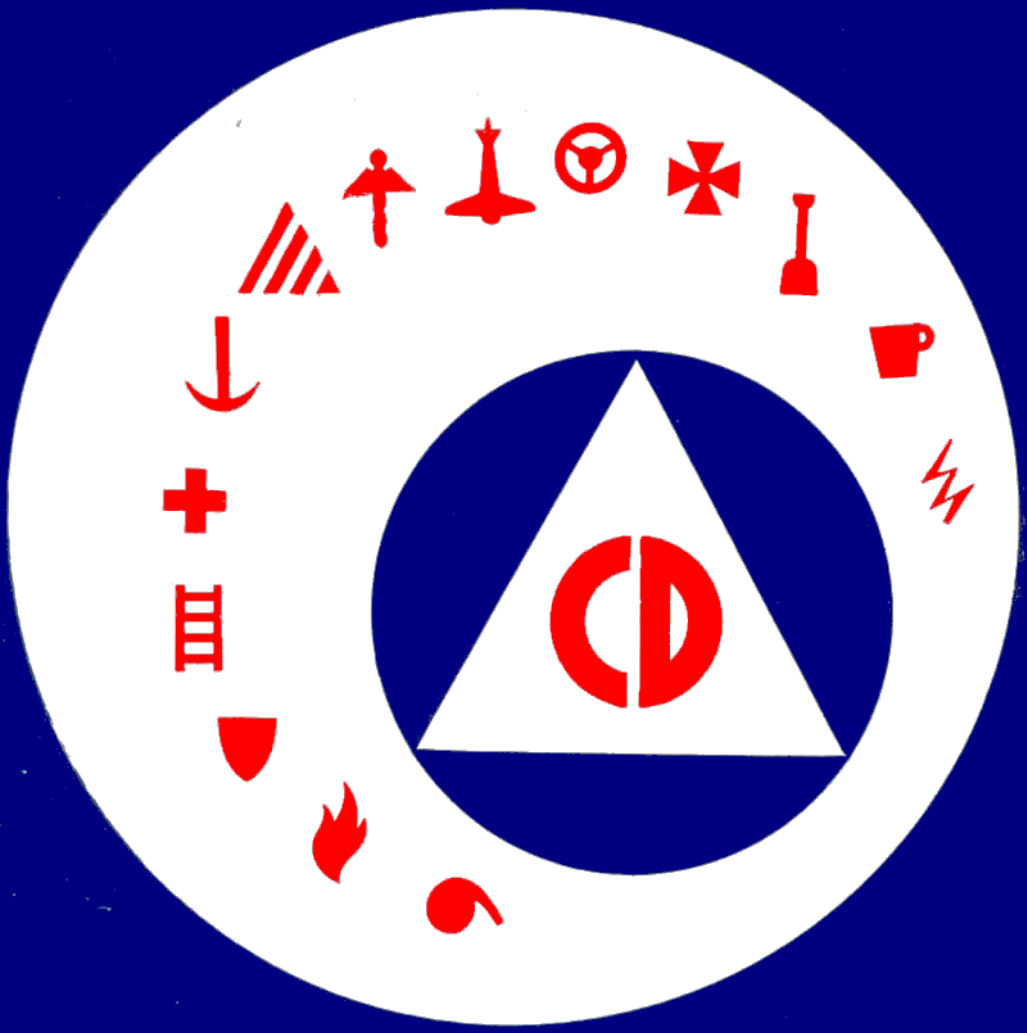
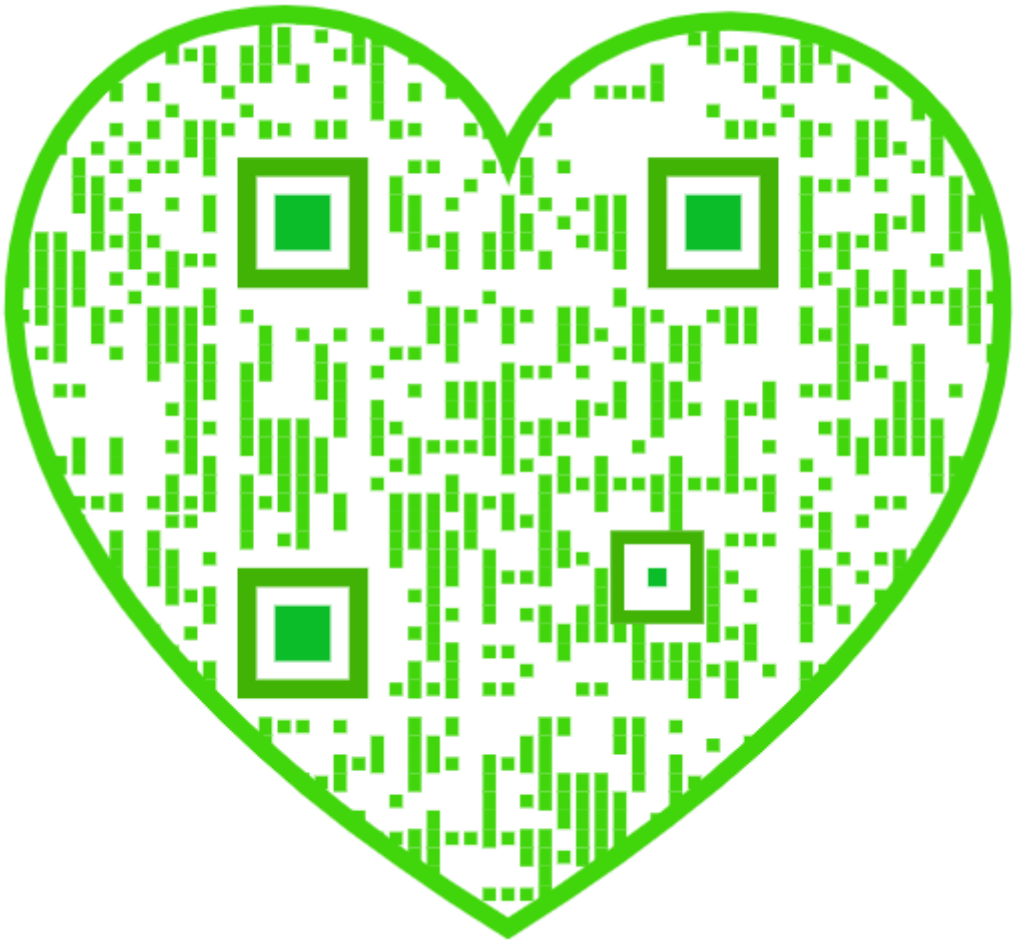
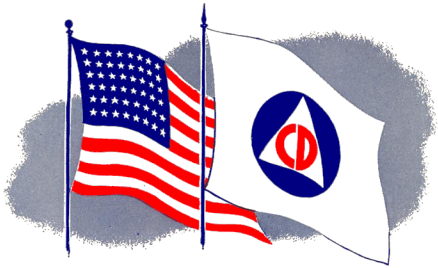


ENROLLED VOLUNTEER WORKER GROUPS FOR

CIVILIAN PROTECTION

UNITED STATES OFFICE OF CIVILIAN DEFENSE





Every able-bodied citizen has a part in the national defense of the United States. Any attack upon this country must find each citizen assigned to his or her place, trained in the duties involved, and resolute to carry out those duties regardless of the danger to be faced.

For some enrolled services, long preparation and group training are required to assure effective group action. Persons assigned to work that involves cooperation with others must be identified by an easily recognized arm band or sleeve insignia.

Groups and services for which special training is necessary are described briefly in this pamphlet. Members of these services will be enrolled and pledged to service by the Local Defense Council and will perform their duties voluntarily, without pay.

Local groups and services will be authorized and their exact duties defined by the Local Defense Council. The general character of such duties and the volunteers required are suggested in the following pages. General uniformity everywhere in group functions and identifying insignia are, of course, desirable.

F. H. LaGuardia

F. H. LaGuardia,
U. S. Director Civilian Defense.

Washington, D. C.
August 4, 1941

Air Raid Wardens

The Air Raid Warden is to many people the personal representative of Civilian Defense. He is not a policeman and does not have police powers, but he usually functions as part of the police force and with its help.

An Air Raid Warden's post is organized to serve a unit of 500 people. It is accessible and plainly marked. Since at least one person is always on duty, four Air Raid Wardens usually are assigned to each post.

The Air Raid Warden's duties include: (1) Observing lights showing during a blackout and warning occupants of the building; (2) directing persons in the street to shelter; (3) reporting to the control center any fallen bombs; (4) reporting fires to the control center and assisting in fighting incendiary bombs as soon as they fall; (5) detecting and reporting to the control center the presence of gas; (6) administering elementary first aid; (7) assisting victims in damaged buildings.

The Air Raid Warden is chosen carefully. The position of Air Raid Warden may be filled either by a man or woman, provided the person chosen is capable of performing the duties. One of the most important duties is to set an example of controlled activity and cool efficiency under all conditions. Training is given all Air Raid Wardens in gas and fire-bomb defense, first aid, and general organization of air-raid services.

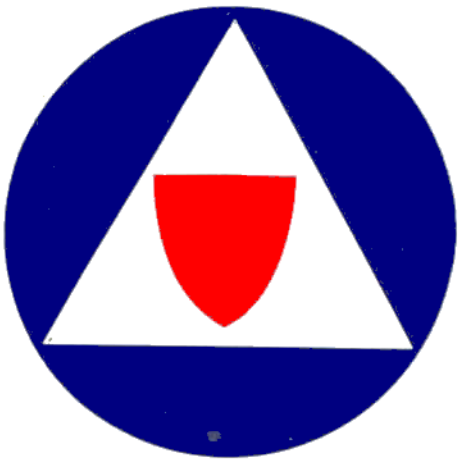
The stripes in the insignia of Air Raid Wardens signify "many duties."

THE STRIPES SIGNIFY "MANY DUTIES"

Auxiliary Police

In many communities, volunteers—men and women—are needed to aid the regular police force in performance of its duties. The number necessary is determined by the Chief of Police. Police functions in which volunteers assist include: (1) Enforcement of emergency restrictions on lighting and prohibitions on trespassing; (2) guarding of docks, bridges, and factories to prevent sabotage; (3) traffic duty to facilitate movement of essential vehicles; (4) prevention of looting of partially demolished shops and homes; (5) assistance to air-raid protection services before, during, and after a raid.

Auxiliary Police are properly armed and identified by police shields and brassards.



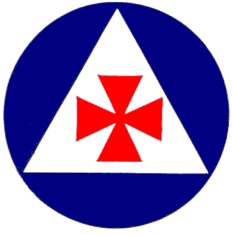
THE SHIELD

THE AIRPLANE

Some of the bombs dropped in a modern air attack may fail to explode or may have delayed-action fuses. They must be removed at once to a place where they may be exploded without harm. Since this work requires an unusual degree of knowledge, skill, and devotion, it usually falls to a small group of picked men of the regular police force who have been carefully trained for this dangerous work. The airplane identifies members of a Bomb Squad.

Bomb Squads

Auxiliary Firemen



THE MALTESE CROSS

Since fire is one of the greatest threats in air attack, augmentation of the regular fire-fighting forces is necessary. A practical plan, used in Britain and already under way in a number of American cities, is the establishment of three auxiliary fire stations around each existing engine company. One officer or first-grade fireman is placed in charge of each auxiliary fire station and up to 30 enrolled volunteers, assigned on the platoon system, are allotted to each such station.

Auxiliary Firemen must be men of good character and physique, not subject to military draft. Their duties are similar to those of the regular fire-fighting forces. In addition to identifying insignia showing the maltese cross, they are equipped with suitable protective clothing similar to that worn by the regular forces.

THE NEW FLAME

The menace of the fire bomb calls for unceasing vigilance and prompt, intelligent action. Fighting incendiary bombs as they fall is a duty in which all able-bodied citizens need training.

After the Fire Department has trained its own auxiliary forces, it instructs citizens in the area under each Air Raid Warden's post in the method of fighting fire bombs. The Air Raid Warden of each post then selects and enrolls the most alert and suitable persons to act as Fire Watchers. The number depends upon the character of neighborhood. During an air-raid alarm, the Watchers take up posts on roofs, in doorways, and at other vantage points in order to spot and reach fallen bombs quickly. The "new flame" identifies Fire Watchers.

Fire Watchers

The Medical Corps

In the event of an air raid or any other disaster, the care of the injured will be the responsibility of Medical Field Units. These Field Units are organized by hospitals and are composed of several squads of physicians, nurses, and nursing auxiliaries. Upon receiving the alarm from the Control Center, a medical emergency squad or squads will proceed to the scene of the disaster and will set up a Casualty Station at a designated site. When necessary, a team of one or more physicians, nurses, and nurses' aides may be dispatched from the Casualty Station to establish a subsidiary First Aid post at another appropriate site.

All enrolled personnel assigned to the work of the Emergency Medical Service (Medical Field Units) are entitled to wear the Caduceus symbol. The insignia for physicians will be the Caduceus surmounted by the initials M. D. and for registered nurses by the initials R. N.

THE CADUCEUS

Rescue Squads

Air attacks provide special problems in the saving of persons caught in burning or shattered buildings, and the turning off of utilities in an emergency. Such responsibilities fall upon the Public Works, Fire, and other appropriate municipal departments. Rescue Squads must be organized to rescue persons trapped in debris and to shut off broken gas, electric, and water lines. Each squad consists of about 10 men, equipped with suitable protective clothing and the necessary tools and equipment for shoring up, tunnelling, and minor demolition work and for rendering emergency first aid. The "ladder" identifies members of a Rescue Squad.

THE LADDER

Nurses' Aides Corps

THE RED CROSS

Volunteer Nurses' Aides are intended to assist the nurse so that she may be able to serve a greater number of patients. Special training by the Red Cross is necessary before women volunteers can serve in this field. Upon completion of this course of training, which has been prepared by the Office of Civilian Defense in collaboration with the American National Red Cross, Volunteer Nurses' Aides will become eligible to assist in wards and out-patient clinics of hospitals, or in visiting nurse, public health, industrial hygiene, and school health services.

Training courses must be satisfactorily completed before Volunteer Nurses' Aides may wear the Corps symbol. This is a Red Cross in the Civilian Defense triangle and circle. It indicates that the Nurses' Aide has been trained by the Red Cross as a volunteer civilian defense worker.

Nurses's Aides who are members of Emergency Medical Field Units may wear the Caduceus symbol of Civilian Defense.

Trained members of the First Aid Corps of an industrial plant, business organization, or State or municipal department will also be entitled to wear the Red Cross on the triangle and circle of Civilian Defense. Its use is authorized only for those who have received a First Aid Certificate as evidence that they have completed the standard or advanced course in First Aid.

All enrolled civilians assigned to Staff and Administrative duties wear the official emblem of Civilian Defense. This identifying emblem is worn on the sleeve.

Staff Corps

Messengers

A reliable and efficient messenger group is vital to organization for civilian defense. Messengers are assigned to Air Raid Warden posts, to Control and Message Centers, to hospitals and First Aid posts, to fire stations, and police precincts. Under a rain of bombs, other communications may break down, but the messenger will somehow get the message through. The size of this group depends upon local conditions and available personnel; the use of boys or girls from 15 to 21 years of age is desirable. Bicycle equipment is useful. Members of the Messenger Corps wear the "lightning flash" insignia.

THE LIGHTNING FLASH

Drivers Corps

Persons willing to offer their cars as well as their own time are grouped as a Drivers Corps. Women are often enrolled for this work. Organization by sectional groups, with a Coordinator of Transportation in control, is suggested. Cars and drivers are assigned by the Coordinator to First Aid Squads, Casualty Clearing Stations, Control and Message Centers, and to the staff of the Local Defense Coordinator. Instruction in driving under blackout and other air-raid conditions is necessary. The size of the Corps depends upon the service required by other civilian defense groups. The steering wheel identifies members of the Drivers Corps.

THE STEERING WHEEL

Emergency Food and Housing Corps

THE COFFEE CUP

Food and shelter must be provided for those whose homes have been damaged or destroyed by air raid or other disaster. Usually the Welfare Department has general responsibility for coordinating such emergency services. It is assisted by enrolled personnel and private organizations equipped to render assistance. Qualified women often are enrolled for the Emergency Food and Housing Corps, identified by the "coffee cup" insignia.

THE CHEMICAL RETORT

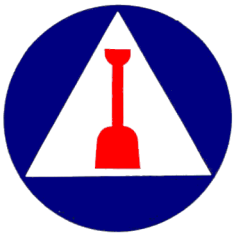
The possibility that an attacking enemy may use war gas makes a Decontamination Corps necessary. Provision must be made for special treatment of clothing and equipment and also for chemical neutralization of streets and walls contaminated by the persistent liquids known as "blister gases" or vesicants. Specialized training and equipment are needed for this work. Instructors for the local defense organization receive training at Civilian Defense Schools conducted by the War Department. The Health Department is particularly concerned with decontamination work. Members of the Decontamination Corps are identified by insignia showing the chemical retort.

Decontamination Corps

Demolition and Clearance Crews

After an air raid, streets may be filled with rubble, walls of partially demolished buildings may tilt dangerously, and streets may be blocked by bomb craters. Husky crews of enrolled volunteers, added to existing clearance forces, remove rubble from the streets and fill craters made by bombs or broken pavements. They are provided with equipment to dynamite unsafe walls and buildings. These crews operate ordinarily under the Public Works Department. They wear "the pick" insignia.

THE PICK



THE SHOVEL

Road Repair Crews

Street or road repair crews, augmented by civilian volunteers, restore normal flow of traffic as rapidly as possible after an air raid. These crews operate ordinarily under the Street or Public Works Department following up the rough clearance of the demolition squads. They smooth the road surfaces, repave with available material and restore road markings. They wear "the shovel" insignia.

The Insignia of Civilian Defense

SPECIFICATIONS AND RESTRICTIONS ON WEAR

ON ARM BANDS OR SEWN ON SLEEVE

Insignia are to be worn on arm bands or attached to sleeve. Diameter of circle, 4 inches. Width of arm band, 5 inches; length as required by sleeve circumferences. Color of arm band: white; material: cloth. Insignia may be reproduced by sewn die-cut felt or silk embroidery on cloth. For wear on uniform: Sewn on left sleeve 1 inch below shoulder seam. Wearing of arm bands or sleeve insignia is *restricted* to enrolled Civilian Defense workers. The group symbol must be worn.

ON HEADGEAR

On headgear, a metal button or silk embroidered cloth or sewn die-cut felt is to be worn. Diameter of circle, 1¼ inches. The circle may also be painted or stenciled in same size on steel helmet. The basic symbol of Civilian Defense *only* must be worn on headgear. Use is *restricted* to enrolled Civilian Defense workers.

ON COAT LAPELS OF UNIFORMED GROUPS

Uniformed groups may wear on lapels of uniform *coats* only a metal or embroidered badge, circle 1¼ inches in diameter. Only the basic symbol of Civilian Defense can be used on this badge. Wear is optional, but if worn, it must be on both lapels. Use is *restricted* to enrolled Civilian Defense workers.

SMALL PINS OR LAPEL BUTTONS

The maximum size for small pins or lapel buttons is ½ inch in diameter. The pin or button is to be made in metal with colored enamel. It is to be worn in the buttonhole of the left lapel or pinned over the left breast.

Wearing of the symbols of Civilian Defense services is *restricted* to enrolled Civilian Defense workers.

AUTOMOBILE STICKERS AND PLATES

The use of Civilian Defense emblems on automobiles is *restricted* to cars and trucks employed in the work of Civilian Defense. Emblems may be painted or made of enameled metal. None should be smaller than 4 inches nor greater than 12 inches in diameter. Uniform size should be maintained in any group or command.

FLAGS

The use of the basic emblem of Civilian Defense on flags or banners for display is not restricted. The use of group insignia is *restricted* to appropriate use by groups. Group insignia will not be used on flags for any individual purpose.

INSIGNIA OF RANK

The following insignia of rank are authorized for wear on uniforms or for display on flags:

Four gold stars—U. S. Director of Civilian Defense.

Three gold stars—Regional Director of Civilian Defense, or principal Assistants to U. S. Director.

Two gold stars—State Coordinator of Civilian Defense.

One gold star—Local Coordinator of Civilian Defense.

Three silver pyramids—Chief of Service, Local or State (Fire, Police, etc.).

Two silver pyramids—Chief of Local Group (Wardens, etc.).

One silver pyramid—Captain of Wardens, Assistant to Chief, Zone Leader.

Three black triangles—Section Leader.

Two black triangles—Squad Leader.

One black triangle—Worker, training satisfactorily completed (i. e., Worker, First Class).

On a uniform, the above are to be worn in a vertical line on both sleeves. The lowest unit is to be 4 inches from the bottom of cuff, and any other units are to be placed at intervals of 1 inch. Pyramids are to be of a size to fit within a $\frac{5}{8}$-inch circle. Stars are to be five-pointed and must fit within a $\frac{1}{2}$-inch circle.

For flags using the basic emblem, stars are authorized only for the use or identification of corresponding rank.

PATENTS

Design patents have been applied for on all insignia shown in this brochure.

RESTRICTIONS ON MANUFACTURE OF EMBLEMS

It is required that samples be submitted to the Office of Civilian Defense, with a statement as to the prices at which the emblems are to be offered. If emblems are found satisfactory in all respects, the United States Director of Civilian Defense may issue a license to manufacture.

All proposed uses not covered by these specifications are to be submitted to the Office of Civilian Defense, 2000 Massachusetts Avenue, Washington, D. C.

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